

SAMPLE WAIVER MEMORANDUM (PreReq, Age, AS, Medical)

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR See below for addressee based on type of waiver

SUBJECT: Request for Prerequisite Waiver
Request for Age Waiver
Request for Active Service Waiver (AS)
Medical
(Select the appropriate one)

1. (State the type of waiver you are requesting) Example: Request an age waiver; Request an Active Service Waiver, Request a prerequisite waiver (state the prerequisite you wish to waive).
2. Anyone can request a prerequisite, AS or age waiver, but not everyone will get them approved. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc. will probably be disapproved. With AFS waivers (required if you have 12 or more years AS) or age waivers (required if you will be 29 or older for aviators or 46 or older for technicians, by the convene date of the board) the same principle applies and requests must be fully justified. Adequate justification might be: unusual circumstances, deployed for past year and unable to submit a packet, unusual skills, or unique talents. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)
(Full Name)
(Rank)
(SSN)

Note: A separate waiver request must be submitted for each prerequisite.

ADDRESSEE BASED ON TYPE OF WAIVER REQUEST:

AGE & AS: Deputy Chief of Staff G1, ATTN: DAPE-MPO/CW5 Wojdak, 300 Army Pentagon, Washington, DC 20310-0300

PREREQUISITE: Commander, AHRC, ATTN: AHRC-ARO, 1 Reserve Way, St Louis, MO 63132-5200

MEDICAL: Commander, HQ, USAREC, ATTN: RCRO-CS/COL Wong, 1307 3rd Ave, Ft Knox, KY 40121-2726